



**Shobhit  
University**

EDUCATION EMPOWERS



Top 101-125 Band  
in Pharmacy

## **CRITERION 7 - INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1.10 THE INSTITUTION HAS A PRESCRIBED CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES IN THIS REGARD. 1. THE CODE OF CONDUCT IS DISPLAYED ON THE WEBSITE 2. THERE IS A COMMITTEE TO MONITOR ADHERENCE TO THE CODE OF CONDUCT 3. INSTITUTION ORGANIZES PROFESSIONAL ETHICS PROGRAMMES FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF 4. ANNUAL AWARENESS PROGRAMMES ON CODE OF CONDUCT ARE ORGANIZED**

**To reduce enormous use of paper and printing the ensure data, sign and a seal by the Competent Authority for all the papers, we have used the Class-3 Digital Signatures where a Registration Authority i.e. Dr. Mahipal Singh, Registrar of our University authenticate the documents and responses claimed in this pdf file.**



**SHOBHIT UNIVERSITY, Gangoh**

[Notified by Government of U.P. Act No.3 of 2012, Established u/s 2(f) of UGC Act 1956]

Adarsh Institutional Area, Babu Vijendra Marg,  
Gangoh, Distt. Saharanpur - 247341, UP

**35**  
YEARS  
OF ACADEMIC  
EXCELLENCE





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Area Gangoh, Distt. Saharanpur (U.P.)  
247341, India  
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E-mail: [registrargangoh@shobhituniversity.ac.in](mailto:registrargangoh@shobhituniversity.ac.in)  
U.: [www.sug.ac.in](http://www.sug.ac.in)

## **Committee to monitor adherence to the Code of Conduct**



# Shobhit University

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mail@shobhituniversity.ac.in  
Web : www.sug.ac.in

Ref. No. SUG/O-1/ADM/RO/2022/25

Date: 14/07/2023

### OFFICE ORDER

A clearly defined code of conduct I supports the core values of a university linking them with principles of integrity, objectivity, professional competence, confidentiality and professional behavior.

As teaching is a noble profession, the teacher plays a critical role in shaping the future of students and hence the country. A teacher has to lead by an example and supposed to exhibit highest standards of professional ethics. Similarly, the staff and students are also expected to follow the ideal code of conduct and morality so as to contribute in a big way to strengthen the academic ambience of the University.

Shobhit University has formulated a well-defined code of conduct for all the stakeholders. The same will be effectively implemented by the following "committee for code of conduct".

Hence, a code of conduct committee is being reconstituted comprising of following members:

- |  |   |             |
|--|---|-------------|
| 1. Prof. (Dr.) Mahipal Singh, Registrar            | : | Chairperson |
| 2. Prof.(Dr.) Varun Bansal, CoE                    | : | Member      |
| 3. Prof. (Dr.) Tarun Sharma CSE                    | : | Member      |
| 4. Prof.(Dr.) Bhupendra Chauhan, Chief Proctor     | : | Member      |
| 5. Prof. (Dr.) S.K. Pathak , KSVAMCRC              | : | Member      |
| 6. Prof.(Dr.) Prashant Sangwan HoD Dept. Education | : | Member      |
| 7. Prof. (Dr.) Madan Kaushik, Director AVIPS       | : | Member      |

  
Dr. Mahipal Singh  
Registrar



Copy to:

1. All the Committee members
2. All the Dean(s)/Hod(s)
3. Guard File.

For Kind Information to:-

1. PS to Hon'ble Chancellor Sir-for kind information of Hon'ble Chancellor Sir
2. PS to Hon'ble Chancellor Sir-for kind information of Hon'ble Vice Chancellor
3. Sr. Director HR & CR-for kind information



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Web : www.sug.ac.in

**Date:- 23/03/2024**

## MINUTES OF THE MEETING OF CODE OF CONDUCT COMMITTEE HELD ON 23 MARCH-2024

The meeting of the code of conduct committee was conducted on 23 march-2024 at 02:30 pm in the university board room. During this meeting the following members were present

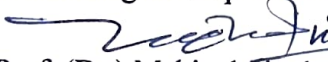
**Proceedings:** The chairperson welcomed all attendees and emphasized the importance of upholding ethical standards and professional behavior through a well-implemented and updated Code of Conduct.


- The committee conducted a detailed review of the current document.
- Proposed adding new sections covering social media guidelines, conflict of interest, and grievance redressal mechanisms.
- Decided to establish a subcommittee responsible for compliance monitoring and addressing violations.
- Agreed on quarterly reviews to evaluate conduct adherence across departments.

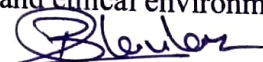
### Resolutions:


- Agreed to organize workshops and training programs to educate staff, employees, and students on the updated Code of Conduct.
- Considered implementing anonymous reporting mechanisms to encourage transparency.


The meeting concluded with the chairperson thanking all members for their contributions and reaffirming the importance of the Code of Conduct in fostering a positive and ethical environment.


  
Prof. (Dr.) Mahipal Singh,  
(Chairperson)

  
Dr. Varun Bansal,  
(Member)

  
Prof. (Dr.) Bhupendra Chauhan,  
(Member)

  
Prof. (Dr.) S.K. Pathak  
(Member)

  
Prof. (Dr.) Madan Kaushik  
(Member)

  
Prof. (Dr.) Prashant Sangwan Kumar  
(Member)

Prof. (Dr.) Tarun Kumar  
Sharma  
(Member)



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Ref. No. SUG/O-1/ADM/RO/2022/25

Date: 15/07/2022

### OFFICE ORDER

This is to inform all that the Code of Conduct Committee established for the academic year 2019-2020 will continue its operations for the academic year 2022-2023 with the same objectives and responsibilities.

The committee will oversee the implementation and adherence to the university's Code of Conduct to ensure a safe, respectful, and inclusive environment for all members of the university community.

Hence, a code of conduct committee is being constituted comprising of following members:

- |   |   |             |
|---|---|-------------|
| 1. Prof. (Dr.) Mahipal Singh, Registrar             | : | Chairperson |
| 2. Mr. Varun Bansal, CoE                            | : | Member      |
| 3. Prof. (Dr.) Arif Naseer AVIPS, Coordinator       | : | Member      |
| 4. Dr. Bhupendra Chauhan, Chief Proctor             | : | Member      |
| 5. Dr. S.K. Pathak Principal, KSVAMCRC              | : | Member      |
| 6. Prof. (Dr.) Madan Kaushik, AVIPS                 | : | Member      |
| 7. Prof. (Dr.) Kapil Mohan Upadhyay Principal, BNYS | : | Member      |

  
Dr. Mahipal Singh  
Registrar  


Copy to:

1. All the Committee members
2. All the Dean(s)/Hod(s)
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For Kind Information to:-

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3. Sr. Director HR & CR-for kind information



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Web : www.sug.ac.in

**Date:- 29/03/2023**

## MINUTES OF THE MEETING OF CODE OF CONDUCT COMMITTEE HELD ON 29 MARCH-2023

The meeting of the code of conduct committee was conducted on 29 march-2023 at 01:00 pm in the university board room. During this meeting the following members were present


**Proceedings:** The chairperson welcomed all attendees and stressed the importance of maintaining ethical standards and professional behavior through an updated and well-implemented Code of Conduct.


- The committee reviewed the current Code of Conduct document.
- To identified areas needing updates, such as inclusion of policies on digital behavior, anti-discrimination, and workplace ethics.
- Proposed adding new sections on social media guidelines, conflict of interest, and enhanced grievance redressal mechanisms.
- Recommend the language simplification to make the document easier to understand for all stakeholders.


### Resolutions:


- Agreed to organize workshops to familiarize staff, employees, and students with the updated Code of Conduct.
- Suggested using online platforms for training and awareness campaigns.
- Considered implementing anonymous reporting mechanisms for increased transparency.


The meeting concluded with the chairperson thanking all members for their contributions and reaffirming the importance of the Code of Conduct in fostering a positive and ethical environment.

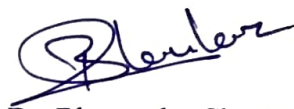
  
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Dr. (Prof.) S.K. Pathak  
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Prof. (Dr.) Madan Kaushik  
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Dr. Bhupendra Chauhan,  
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Ref. No. SUG/O-1/ADM/RO/2021/08A

Date: 13/07/2021

### OFFICE ORDER

This is to inform all that the Code of Conduct Committee established for the academic year 2019-2020 will continue its operations for the academic year 2021-2022 with the same objectives and responsibilities.

The committee will oversee the implementation and adherence to the university's Code of Conduct to ensure a safe, respectful, and inclusive environment for all members of the university community.

Hence, a code of conduct committee is being constituted comprising of following members:

- |   |   |             |
|---|---|-------------|
| 1. Prof. (Dr.) Mahipal Singh, Registrar             | : | Chairperson |
| 2. Mr. Varun Bansal, CoE                            | : | Member      |
| 3. Prof. (Dr.) Arif Naseer AVIPS, Coordinator       | : | Member      |
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3. Sr. Director HR & CR-for kind information



**Date:- 19/03/2022**

## MINUTES OF THE MEETING OF CODE OF CONDUCT COMMITTEE HELD ON 19 MARCH-2022

The meeting of the code of conduct committee was conducted on 19 march-2022 at 11:00 am in the university board room. During this meeting the following members were present

**Proceedings:** The chairperson welcomed all members and emphasized the committee's role in upholding ethical standards and ensuring a conducive environment for all stakeholders.

- The committee revisited its primary objectives, including promoting ethical behavior, addressing misconduct, and ensuring compliance with institutional policies.
- Suggestions were made to streamline workflows for addressing grievances and handling conduct violations.
- Agreed to establish a structured reporting mechanism for misconduct cases.
- Discussed creating anonymous reporting channels to encourage transparency.

**Resolutions:**

- Proposed sessions to educate employees, staff, and students on acceptable behavior and ethical practices.
- Plans to distribute updated policy documents and organize seminars.
- Discussed the resolutions or preventive measures for specific issues.

The meeting concluded with the chairperson thanking all members for their active participation and urging continued commitment to fostering a respectful and ethical environment. No major cases were reported, reflecting adherence to the code of conduct.

Prof. (Dr.) Mahipal Singh,  
(Chairperson)

Mr. Varun Bansal,  
(Member)

Prof. (Dr.) Arif Naseer  
(Member)

Dr. (Prof.) S.K. Pathak  
(Member)

Prof. (Dr.) Madan Kaushik  
(Member)

Dr. Bhupendra Chauhan,  
(Member)

Dr. Kapil Mohan Upadhyay  
(Member)





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Web : www.sug.ac.in

Ref. No. SUG/O-1/ADM/RO/2020/07

Date: 14/07/2020

### OFFICE ORDER

This is to inform all that the Code of Conduct Committee established for the academic year 2019-2020 will continue its operations for the academic year 2020-2021 with the same objectives and responsibilities.

The committee will oversee the implementation and adherence to the university's Code of Conduct to ensure a safe, respectful, and inclusive environment for all members of the university community.

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Dr. Mahipal Singh  
Registrar



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3. Sr. Director HR & CR-for kind information



**Date:- 25/03/2021**

### MINUTES OF THE MEETING OF CODE OF CONDUCT COMMITTEE HELD ON 25 MARCH-2021

The meeting of the code of conduct committee was conducted on 25 march-2021 at 02:30pm in the university board room. During this meeting the following members were present

**Proceedings:** The meeting began with the chairperson welcoming all attendees and highlighting the importance of the Code of Conduct in maintaining organizational integrity and ethical standards.

- A brief review of the current policies was conducted. To Identified areas that need updates to align with recent organizational changes.
- Inclusion of guidelines on digital conduct and social media usage. The reinforcement of anti-discrimination and harassment policies. New provisions for handling conflicts of interest.


#### **Resolutions:**

Discussed the recent incidents and reviewed resolutions provided.

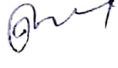
- To proposed the stricter measures to prevent recurrence.
- To agree the conduct training sessions for staff and students on the updated Code of Conduct.
- Decided on regular monitoring and annual reviews of compliance.


I extend my heartfelt gratitude to all the attendees for making this meeting productive and engaging.


Where no issue were found.

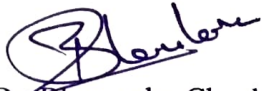
  
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Web : www.sug.ac.in

Ref. No. SUG/O-1/ADM/RO/2019/10

Date: 12/07/2019

### OFFICE ORDER

A clearly defined code of conduct I supports the core values of a university linking them with principles of integrity, objectivity, professional competence, confidentiality and professional behavior.

As teaching is a noble profession, the teacher plays a critical role in shaping the future of students and hence the country. A teacher has to lead by an example and supposed to exhibit highest standards of professional ethics. Similarly, the staff and students are also expected to follow the ideal code of conduct and morality so as to contribute in a big way to strengthen the academic ambience of the University.

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Web : www.sug.ac.in

**Date:- 24/01/2020**

### MINUTES OF THE MEETING OF CODE OF CONDUCT COMMITTEE HELD ON 24<sup>th</sup> JANUARY-2020

The meeting of the code of conduct committee was conducted on 24<sup>th</sup> January 2020 at 02:00 pm in the university board room. During this meeting the seven members were present

**Proceedings:** The chairperson welcomed all members and emphasized the importance of adhering to the Code of Conduct for maintaining organizational ethics and integrity.

- A thorough review of the current Code of Conduct was conducted. The Suggestions for improvements were noted, including clarity on social media policies, anti-harassment measures, and workplace ethics.
- Proposed to organize the training sessions for employees, staff, and students on the updated Code of Conduct.
- Regular audits and reporting mechanisms will be introduced.
- Awareness campaigns will include email circulars, posters, and workshops.

#### **Resolutions:**

- No major violations or issues were reported recently. The Minor ambiguities in policy interpretation were discussed, and resolutions were proposed.

The meeting concluded with the chairperson thanking all members for their contributions and reaffirming the importance of the Code of Conduct in fostering a positive and ethical environment.

Prof. (Dr.) Mahipal Singh,  
(Chairperson)

Mr. Varun Bansal,  
(Member)

Prof. (Dr.) Arif Naseer  
(Member)

Dr.(Prof). S.K. Pathak  
(Member)

Prof. (Dr.) Madan Kaushik  
(Member)

Dr. Bhupendra Chauhan,  
(Member)

Dr. Kapil Mohan Upadhyay  
(Member)